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Justice Bulletin

Montana Board of Crime Control

Website mbcc.state.mt.us

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722 Website mbcc.state.mt.us*

Request for Proposals (RFP)

#03-3 (K) Byrne Memorial Anti-Drug Abuse Act Fund

Proposal Deadline: March 21, 2003

Applications must be postmarked, or received by the MBCC no later than **March 21, 2003 at 5 p.m.**

Project Dates: July 1, 2003 to June 30, 2004

I. Introduction

The Montana Board of Crime Control is soliciting proposals for funding from agencies of government to implement Montana's anti-drug abuse strategy in conjunction with the National Drug Control Strategy. Projects will be awarded for a 12-month period beginning July 1, 2003. These funds **must** have a cash match (see *Match* section V for details).

(Note: Because federal funds are not always available immediately following the award date programs should prepare for this contingency.)

II. Purpose of Grant

Congress has approved 29 specific purpose areas under which these federal anti-drug abuse funds, administered through the Edward Byrne Memorial Fund, can be used.

III. Eligibility

Only those projects that were previously funded and are within the four-year funding cycle are eligible to apply. Applications for funding of **NEW** projects from Byrne Funds **WILL NOT** be accepted at this time. The scope of the original grant must be maintained to be considered.

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IV. Late Applications

The first late submittal for continuation grant applications will require appearance before the Subgrant Review Committee to request consideration. Second late submittal requires the application be returned and not considered during current cycle.

V. Match

An escalating, hard cash match is required for all projects not specifically exempt. Subgrants directly awarded to tribes are exempt from match.

The MBCC adopted a policy requiring the following graduated hard-cash match for all projects funded from Anti-drug and Drug Free Schools and Communities funds.

<u>Local</u>		<u>Federal</u>
First year	30%	70%
Second year	40%	60%
Third year	60%	40%
Fourth year	80%	20%

VI. Funding Period

Programs have 1 year in which to implement the project and use the funds awarded.

Continuation funding is considered on a year-to-year basis. Each project must submit an application every year; continuation funding is not guaranteed.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) State rates are to be used for calculating mileage, per diem and lodging. Call for instructions regarding out-of-state travel.

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- 7) Indirect costs are not allowed.
- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2003.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$300,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. *(Agencies receiving \$300,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following.

- ✍ Submit quarterly narrative, data and financial reports in the prescribed format according to the MBCC time frames.
- ✍ Submit an annual report.

IX. Special Requirements

None

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X. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Subgrant Review Committee will review all proposals. A summary of their recommendations will be presented to the Board for final action.

XI. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 dcrabbe@state.mt.us.

Agencies needing crime data to complete their applications can locate that information at www.mbcc.state.mt.us.

XII. Awards & Appeals

Immediately following the review of the applications by the Subgrant Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Subgrant Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

XII. Application Procedures

APPLICATION PROCEDURES

Requesting an Application. Additional application forms may be obtained by accessing us on the Internet at www.mbcc.state.mt.us and our e-mail address is mbcc@state.mt.us

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Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Don Merritt	444-2076	Chris Christensen	444-2947
Glenda Grover	444-2085	Wendy Sturn	444-2056

Copying Requirement. Mail the original copy of the complete application and 7 copies of the entire application before the deadline of March 21, 2003.

Faxing. Faxed applications will not be accepted.

Application Check List. Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Signature Page

Mailing Address. Send applications (original plus 7 copies) to:
RETURN APPLICATIONS TO:

Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena, MT 59620-1408

Deadline(s). Applications for **RFP #03-3** must be postmarked by, or received by MBCC on or before **March 21, 2003 at 5 p.m.** Use certified mail to guarantee receipt.

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406)444-3604 or FAX (406) 444-4722.